

**Executive Host Information 2005
Placement Week November 15-19, 2004**

Office Name: Office of Sustainable Fisheries

Position Title: International Affairs Coordination Fellow

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	X
> 10	

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	X
No	

If yes, how many? 4

If fellow is currently on assignment, please provide contact information.

Name	Rebecca Shuford
Tel	301 713 2276
Email	Rebecca.Shuford@noaa.gov

Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	
No	X

Organizational Overview

Mission Statement: (Please limit to 30 words.)

The International Fisheries Division facilitates the conservation and management of living marine resources through participation in international negotiations and provides/coordinates support for U.S. commissioners in international commissions for living marine resources.

Brief Overview of Your Office's work: (Please limit to 150 words.)

The Division develops policy positions and coordinates Agency representation in international negotiations for conservation of living marine resources. This work involves participation in regional fisheries management organizations*, bilateral consultations, and efforts to develop treaties and other international instruments. Major topics currently under consideration by these bodies are: the allocation of fishing privileges within regional fishery management organizations, implementation of the precautionary approach, dispute settlement procedures, bycatch, and ecosystem-based management. Most of this work involves integrating scientific and policy information from multiple sources within NMFS, other Federal agencies, constituents, Congressional offices, foreign countries, and international organizations as well as interacting with these sources.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

Department of State, Office of Marine Conservation
NOAA Office of International Affairs
U.S. Fish and Wildlife Service
All NOAA Fisheries Regional Offices and Science Centers

Assignment Description.

It is understood that the fellow's specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Strong written and oral communication skills
Ability to analyze and evaluate information and make informed recommendations
Willingness to engage in multiple tasks with short-term deadlines
Ability to work cooperatively with other staff
Ability/willingness to travel domestically and abroad as necessary

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

The purpose of this assignment is to support the International Affairs Coordinator and the Deputy Assistant Administrator for Regulatory Programs (DAARP) in the tasks associated with this coordination.

Description of Tasks: Serve as the Assistant to the International Affairs Coordinator and the Deputy Assistant Administrator for Regulatory Program's point of contact for international issues within NOAA Fisheries (including HQ-field), between NOAA Fisheries and NOAA, Department of State (DOS), and with foreign contacts.

Duties include: Liaise with the NOAA International Affairs (IA) Office and the Line Office IA functions in National Environmental Satellite Data and Information Service (NESDIS), National Ocean Service (NOS), Oceanic and Atmospheric Research (OAR), and National Weather Service (NWS) to identify issues of mutual concern and to receive and coordinate requests for information or assistance. Arrange and coordinate meetings of, and short term exchanges for, foreign visitors to NOAA Fisheries HQ and field. Handle information requests from DOS, NOAA and others. Prepare responses from materials on hand, or if necessary, forward immediately to appropriate staff for action, and collate/prepare responses as appropriate. Maintain, further develop and refine the NOAA Fisheries IA Website and database. Keep the IA Coordinator informed of schedules of international activities involving NOAA Fisheries. Solicit documents relating to international activities, including position papers, reports of international meetings, etc.